



Human Resources

What's New, What's Hot

DOTD Hosts Deferred Compensation Workshops: On Friday, July 7, DOTD employees will have the opportunity to attend one of two short workshops offered by the state's deferred compensation program in the HQ Auditorium. The morning session, from 8:30 to 11:30 am, is an overview of the program with an open forum for questions and answers. The afternoon session, from 1:00 to 3:00 pm, will focus on the Self-Directed Plan as it affects DROP participants/ IBO retirees/Optional Benefit Plan members. To register, send an email to [Ellen V Catherine](#) and in the subject line of the email, enter "morning" and/or "afternoon" to indicate choice.

LASERS PREP-TO-GO Workshop: LASERS will present its retirement planning seminar in the DOTD Auditorium from 8:00 a.m. to 3:30 pm on Tuesday, July 18, 2006. The all-day seminar provides retirement planning information to LASERS members including: eligibility requirements for retirement and benefits, Initial Benefit Option (IBO), survivor benefits, disability benefits, DROP, purchase of service credit, LA Deferred Compensation, Social Security, and Group Benefits. To register, send an e-mail to Ellen Catherine at the above address and enter "Prep-to-Go Workshop" in the subject line of the e-mail.

Retirement Benefit Changes Summary: LASERS recently provided a comprehensive summary of the changes mandated by Act 75 of the 2005 legislative session. These changes only affect employees hired on or after July 1, 2006. [Click here](#) to review this information.

Charles E. Dunbar, Jr. Career Service Award Nominations Announced: The Louisiana Civil Service League is accepting nominations for the 48th Annual Charles E. Dunbar, Jr. Career Service Awards. The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative, and volunteer community service. [Click here](#) for more information regarding the Dunbar award nominations and a copy of the four-page nomination form. When nominating employees, you must limit narrative information to the space provided on the nomination form. Nominations must be submitted to the Human Resources Section no later than Friday, August 4, 2006. Please contact [Beth Segura](#) or by telephone at (225) 379-1241 should you have any questions.

Special Events

July 3-4	Independence Day Holidays
July 7	Deferred Compensation Workshops @ HQ Auditorium
July 18	LASERS Prep To Go Seminar @ HQ Auditorium

- July 19 Civil Service Commission Meeting
Standing Committee on Human Resources (SCHR) Meeting
- July 27 Training: New Employee Orientation @ HQ Annex

Employee Relations Unit Update

Educational Leave/Tuition Reimbursement Deadline for the Fall 2006 Semester:

PPM-17 provides that full-time employees with one year of DOTD service may request educational leave for college courses directly related to their job duties and reimbursement of tuition costs. Requests for the fall of 2006 should be turned in during the first half of July. Please refer to PPM-17 for eligibility and procedural information. Applications are also available on the Intranet HR website. HR Contact: Beth Segura, (225) 379-1241.

Pre-Retirement Seminar Schedule Announced: LASERS has posted the dates and locations for July - December PREP seminars on its website. You can review the dates & register on-line by clicking on the website below: <http://www.lasersonline.org/projects/Seminars/index.aspx>

Compensation Unit Update

Technical and Scientific (TS) Pay Schedule: At its July pay hearing, the Civil Service Commission will consider an approximate 14% adjustment to range maximums and an approximate 6% adjustment to range minimums for jobs in the TS Pay Schedule. If approved by the Commission, the proposal will be forwarded to the Governor for consideration. Affected employees will receive no immediate increase in pay, except for those whose current pay rate is below the new minimum of the pay range.

Personnel Management Unit Update

PPR Reminders: The following link contains information for both supervisors and employees. The material stresses the requirement for supervisors to develop a performance improvement plan for employees who are rated at the "Needs Improvement" or "Poor" level. Also included is detailed information for employees who want to request a formal review of their PPR rating. [Click here for this information.](#)

Important PPR Deadlines:

- July 5 - All completed PPR forms must be submitted to HQ/Field HR Offices
- July 14 - All PPR Planning sessions for FY 06/07 must be completed
- July 15 - Deadline for employees to request a review of FY 05/06 rating
- July 21 - All PPR ratings must be entered by HQ/Field HR offices

Monday, July 31, 2006

La DOTD does not discriminate on the basis of race, sex, religion, color, national origin, age or disability. For questions refer to DOTD's [ADA Policy](#) and [Workplace Harrassment Policy](#).
[Comments or Questions](#)

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